Date: \_\_\_\_\_\_\_\_\_\_\_\_ District (#): 082 Division (#): \_\_\_\_\_\_ Flotilla (#): \_\_\_\_

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ROBO Lead \_\_\_ Local Lead \_\_\_

FC/SO/FSO-HR Officer Submitting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailed to DSO-HR on: \_\_\_\_\_\_\_\_\_

DO NOT STAPLE APPLICATION or PUNCH HOLES or HIGHLIGHT APPLICATION.

Keep a complete copy of the application package submitted with the FSO-HR or FC.

Please check the following:

\_\_\_\_\_\_\_\_ Make sure all signatures are in BLUE INK.

\_\_\_\_\_\_\_\_ Make sure application is not copied back-to-back, single sided only.

\_\_\_\_\_\_\_\_ Current Enrollment Application, ANSC 7001 dated 04-21. Found on Forms Warehouse.

\_\_\_\_\_\_\_\_ Page 1, Make sure to include District, Division and Flotilla on top of first page.

\_\_\_\_\_\_\_\_ Page 1, Section IV, if Re-Enrollment, DIRAUX needs their old ID number.

\_\_\_\_\_\_\_\_ Page 1, Flotilla Commander needs to sign at the bottom in BLUE INK.

\_\_\_\_\_\_\_\_ Page 2 of 16, Section VII, all boxes reviewed with applicant and checked. (*Note - A total of 5*

*check marks should be in this section.)* If they had a felony, DIRAUX needs all court documents and written explanation from the applicant. This can be sent with the application

in a sealed envelope.

\_\_\_\_\_\_\_\_ Page 3 of 16 Section IX, can be signed by Fingerprint Technician, Citizenship Verifier

(HR Staff Officer) or Law Enforcement. Do NOT send in Fingerprint Cards.

\_\_\_\_\_\_\_\_ Page 3 of 16, Make sure that one of the boxes in section X are marked.

\_\_\_\_\_\_\_\_ Page 4 of 16, section b. Make sure parent’s full names include FIRST, MIDDLE &

LAST names. Most commonly missed is the Mother’s MAIDEN name which should

be her FIRST, MIDDLE and LAST name.

\_\_\_\_\_\_\_\_ Page 6-9 (only needed if they had a past security clearance)

Other Forms or copy of certificates needed to complete New Member Application Package:

\_\_\_\_\_\_\_\_ Copy of Birth Certificate or Passport (current or expired). Make sure the

Birth Certificate is not a hospital birth certificate. SECCEN will not accept these.

\_\_\_\_\_\_\_\_ Copy of DD-214 Form if served in a military branch

\*\*Please hold all ICS certificates and Safe Boating Course certificates for

Submission to the IS Department once the applicant has a member number. \*\*

Please mail all completed applications to:

Anita Daniel, DSO-HR 082ER

USCGAUX

6535 W. Smith Rd.

Covington, OH 45318

Issues with Application: Yes or No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailed to DIRAUX: \_\_\_\_\_\_\_\_\_\_ DIRAUX Confirmed: \_\_\_\_\_\_\_\_\_\_\_\_ Enrollment date: \_\_\_\_\_\_\_\_\_\_

Revised 7/28/2022